

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 017		3. EFFECTIVE DATE 07/02/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY Region 6 US Environmental Protection Agency 1445 Ross Avenue Suite 1200 Dallas TX 75202-2733		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TOEROEK ASSOCIATES, INC. 300 UNION BLVD. SUITE 520 LAKEWOOD CO 80228-1552		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 825211824		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-011 EP-DTO6-00003	
				10B. DATED (SEE ITEM 13) 06/28/2010	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Clause G.2, Ordering--By Designated Ordering Officers

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 825211824

Community Involvement Support

This modification is hereby issued to request a cost estimate for the attached work plan assumptions for the period of performance of 4/12/14-4/11/15 (Contract Year 5 - Option 2). The estimate is due within 30 days of this order.

This modification does affect the task order ceiling. The ceiling remains \$123,900.00.

TOPO: Will LaBombard

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Latrice Williams	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 07/02/2014	16C. DATE SIGNED 07/02/2014

NAME OF OFFEROR OR CONTRACTOR  
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Total Amount for this Modification: \$0.00 New Total Amount for this Award: \$123,900.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 06/28/2010 to 04/11/2015				

## TASK ORDER 03 ASSUMPTIONS

Contract EP-W-10-011

Option Year 2 (April 12, 2014 – April 11, 2015)

### **Task 1 – ADMINISTRATIVE SUPPORT**

Under Task 1, Toeroek will provide administrative support to include project planning, information and financial reporting and task order close-out. Toeroek will attend monthly progress report meetings or participate in monthly progress report conference calls with the EPA Project Officer (PO) and Contracting Officer (CO), respond to questions related to administrative issues, and attend ad-hoc meetings as required to address potential performance issues, information requests, and special reporting needs. In accordance with the ESS IV Contract, Toeroek will prepare and provide technical and cost information to be included in the monthly progress report and invoice, prepare and distribute all contract required reports and ad-hoc reports as requested by the PO and/or CO. Toeroek will provide task order close out support in accordance with the task order.

#### **1.1 Project Planning and Support**

- a. Toeroek will respond to questions by email or phone related to administrative issues, not applicable to Task Orders once a month.
- b. Toeroek will attend three ad-hoc meetings as required to address such things as potential performance issues, information requests, and special ad-hoc reporting needs. These meetings can be concurrent with monthly progress report meetings that may occur under other task orders, so no additional travel is required for the ad hoc meetings.
- c. Toeroek will obtain badges and computers for onsite contractor personnel. Toeroek will also coordinate the installation and set-up of computers with the EPA IT specialists once workspace is provided by EPA.

#### **1.2 Information Control and Reporting**

- a. Toeroek will prepare and track technical and cost information pertaining to the TO for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2, Reports of Work, in the Contract.
- b. Toeroek will prepare and distribute all contract-required reports in accordance with Attachment 2, Reports of Work, in the Contract.
- c. Toeroek will prepare ad-hoc reports as requested and funded to assist the PO and CO in responding to contract information requests.

#### **1.3 Task Order Closeout**

Toeroek will support all phases of work related to TO closeout support. The TO file will consist of 20-50 pages. Toeroek will obtain copies of corporate and team subcontract administrative program support

task order files from temporary file storage and place them in the appropriate order for conversion to long-term data storage in conformance with direction provided by the CO. This task will be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to Toeroek.

Toeroek will transfer files to the subsequent TO, index all documents and prepare images in accordance with Region 6 standards. Closed TO files will be submitted to EPA on CDROM or DVDROM. Toeroek will prepare a TO Closeout Report in accordance with the contract requirements.

#### **Task A1 – COMMUNITY RELATIONS (EPA EVENTS)**

Under Task 2, Toeroek will support the Agency with developing draft and final Public Notices and Fact Sheets upon request. The Public Notices and Fact Sheets provided to EPA by Toeroek will be of professional quality and the caliber of materials EPA currently uses for placement in designated newspapers.

- a. One staff member will meet with the EPA COTR for approximately one hour to receive instructions and drafts of the Public Notices and Fact Sheet materials. Toeroek will take the information provided by the EPA COTR and produce an initial draft newspaper announcement.
- b. The EPA COTR will provide comments on the draft materials and return revisions to Toeroek.
- c. Toeroek will make the EPA COTR's revisions and return the draft final materials to the EPA COTR.
- d. The EPA-approved draft final materials must be received by Toeroek prior to going final.
- e. Toeroek will deliver the camera-ready copy for all public notices to the EPA COTR by the date agreed upon in the initial scoping meeting.
- f. Materials may be shipped to the newspapers as required. EPA Assumptions
- g. There will be five Public Notices to produce.
- h. Notices will be published as retail display ads, not as legal notices.
- i. Ad size will be determined by EPA and conveyed to Toeroek during the scoping meeting.

#### **Task A2 – COMMUNITY RELATIONS (Material Preparation)**

Under Task 3, Toeroek will assist EPA Region 6 with administrative support in planning and conducting public briefings, workshops, conferences, open houses and training workshops, upon request. The activities will include handling conference and pre-planned media events logistics and assisting with designing and obtaining display exhibits.

One staff member will meet with the EPA COTR for approximately one hour to receive instructions. Toeroek will take the information provided by the EPA COTR and make arrangements at facilities as needed.

- a. Invitations will be needed.
- b. Notices will be published as retail display ads, not as legal notices.
- c. Ad size will be determined by EPA and conveyed to Contractor staff during the scoping meeting.
- d. Contractor support required on-site the day of the public meeting.

- e. 100 chairs will be needed.
- f. Large tent and ground covering will be required to accommodate approximately 100 attendees.
- g. Two portable toilets will be required and handicap accessible.
- h. Large fans will be needed to ventilate the tent area.